

REQUIREMENTS FOR
RECIPROCAL SUPERINTENDENT, PREKINDERGARTEN – 12 CERTIFICATE
Arizona Department of Education – Certification Unit

INDIVIDUALS WHO HOLD THE TITLE OF SUPERINTENDENT, ASSISTANT SUPERINTENDENT OR ASSOCIATE SUPERINTENDENT AND WHO PERFORM DUTIES DIRECTLY RELEVANT TO CURRICULUM, INSTRUCTION, CERTIFIED EMPLOYEE EVALUATIONS, AND INSTRUCTIONAL SUPERVISION MAY OBTAIN A SUPERINTENDENT CERTIFICATE.

➤ **RECIPROCAL SUPERINTENDENT, PREKINDERGARTEN – 12 CERTIFICATE**

The certificate is valid for 1 year and may not be renewed.

Requirements for the Reciprocal Superintendent certificate are:

1. Completed [Application for Reciprocal Teaching and Reciprocal Administrative Certification](#)
2. Appropriate fee (See *Application for Reciprocal Teaching and Reciprocal Administrative Certification*)
3. One of the following:
 - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.
- OR -
 - B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

***NOTE:** Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*
4. A valid comparable superintendent certificate from another state.
5. A Master's or more advanced degree including at least 60 graduate semester hours from an accredited institution. Official transcript(s) required.
6. Completion of a program in educational administration for superintendents, including at least 36 graduate semester hours of educational administrative courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.
7. Three (3) years of verified full-time teaching experience or related education services experience in Prekindergarten – 12 setting. Submit a [Verification of Teaching Experience](#) form OR submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
8. A practicum as a superintendent or two years of verified experience as a superintendent, assistant superintendent, or associate superintendent in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.

◆ Requirements #9 and #10 are required within one year of the date of issuance of this certificate.

9. One of the following:
 - A. A passing score on the **superintendent administrator** portion of the Arizona Educator Proficiency Assessment; -OR-
 - B. A passing score on a comparable superintendent examination from another state; -OR-
 - C. Three years of full-time superintendent experience during the last valid period of the out-of-state certificate. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
10. Verification of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement. Option A if certified before August 31, 2006. Option B if certified on or after August 31, 2006:
 - A. Verification of one (1) semester hour or fifteen (15) clock hours of state approved SEI training.
 - B. Verification of three (3) semester hours or forty-five (45) clock hours of state approved SEI training.

***NOTE:** The Provisional SEI endorsement is valid for three years. An additional three semester hours of state approved SEI training will be required to qualify for the Full SEI endorsement.*

Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirement for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.

11. Arizona Constitution (a college course or the appropriate examination).

REQUIREMENTS FOR ELEMENTARY, K – 8 TEACHING CERTIFICATE (continued)
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

12. U.S. Constitution (a college course or the appropriate examination).

NOTE: *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years to fulfill the requirement.*